



National Science Foundation

Competitive Position Vacancy

ANNOUNCEMENT NO: C20010244

OPEN: 8/22/2001

CLOSE: 08/27/2001

POSITION VACANT: Management and Program Analyst (Administrative Manager), GS-343-12. Salary ranges from \$53,156 to \$69,099 per annum.

PROMOTION POTENTIAL: Management and Program Analyst (Administrative Manager), GS-343-12

LOCATION: Directorate for Computer and Information Science and Engineering (CISE), Division of Advanced Networking Infrastructure and Research (ANIR), Arlington, VA

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit and will be filled in accordance with the Merit Promotion Plan described in NSF Manual 14 (PER II-500).

AREA OF CONSIDERATION: This position is open **only** to employees that are eligible under either the Interagency Career Transition Assistance Program (ICTAP), or Career Transition Assistance Program (CTAP).

DUTIES AND RESPONSIBILITIES: As the Division's primary administrative advisory, participates fully with the Division Director and Deputy Director/Executive Officer in the administrative management of the Division. The incumbent is assigned specific responsibilities for the day-to-day operations of administrative functions, including preparation and management of the Division's financial resources, human resource management, oversight of any grant and contract administrative functions, and continuous improvements in the Division's management of program operations. Specifically, responsibilities include:

- Administers the Division's budget, contract and grant operations. Develops budget projections and formulations and conducts preliminary analysis for budget formulation, justification and execution.
- Performs cost benefit or economic evaluations of current requirements for salary and expenses (S&E) budget operations and current and projected budget operations.
- Conducts studies, surveys and analyses to ensure efficiency, productivity and compliance with NSF's regulations, procedures and administrative practices. Recommends changes or improvements in organization, staffing, work methods and procedures and develops evaluation plans, procedures, and methodology for administrative operations.
- Analyzes management and program management information requirements to develop program and/or administrative reporting systems. Identifies and evaluates data requirements and sources, and selects and determines the appropriate analytical techniques to be used. Develops new or modified administrative policies, goals and objectives.
- Advises on the potential benefits/uses of new technology to improve the efficiency of administrative support and/or program operations.
- Evaluates staffing and training requirements in a rapidly changing work environment and develops innovative solutions for meeting new and evolving staffing and training needs.
- Supervises the support staff, e.g., establishes position requirements and recruits, trains, evaluates, rewards, and disciplines staff.

QUALIFICATIONS REQUIRED: The Qualification Standards Handbook for General Schedule Positions will apply. **U.S. CITIZENSHIP IS REQUIRED.** Applicants must possess one year of specialized experience at the GS-11 level. **Specialized experience:** Is administrative, management and program analysis experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position. **Time-in-Grade Requirement:** Completion of one year of service in a position no more than two grades lower than the grade for which you are applying. Education may be substituted for experience in accordance with the Qualification Standards for General Schedule Positions, a copy of which is available for review in any Federal personnel office.

QUALITY RANKING FACTORS:

- Knowledge of various administrative policies, procedures and methods relating to budget, personnel, grants and contracts, travel, as well as other management functions operating within the Division, and how segments of the procedures for these functions work in concert with one another.
- Knowledge of the Federal budget process and NSF's budgetary policies, procedures, and regulations to ensure that budget forecasts and estimates conform to requirements, guidelines, and financial objectives.
- Ability to conduct studies or analysis of administrative management issues and present and implement findings and recommendations.
- Skill in the use of NSF's computer systems in order to enter, retrieve, and/or produce a variety of analytical, comparative, and statistical reports (e.g., preparing quantitative data tables; consolidating budget statistics; tracking program funds; etc.).
- Ability to communicate administrative regulations and procedures orally and in writing to a wide range of individuals.

BASIS FOR RATING: Final ranking is based on an evaluation of your experience, education and training as they relate to the knowledge, skills and abilities specified in the Selective Factor, if any, and the Quality Ranking Factors. Current performance appraisal and awards may also be used in the evaluation process.

CONDITIONS OF EMPLOYMENT: Appointment to this position is contingent upon successful completion of the appropriate background investigation. Satisfactory completion of a one-year probationary period may also be required.

HOW TO APPLY: You may apply for this position with the *Optional Application for Federal Employment* (OF-612), the older *Application for Federal Employment* (SF-171), a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). Status candidates must also submit a *Notification of Personnel Action* (SF-50), showing competitive status, and a current Performance Appraisal. In order to ensure full consideration, it is recommended that you submit a supplemental statement which specifically addresses how your background and experience relate to each Selective and Quality Ranking Factor listed on this announcement.

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: **Announcement Number C20010244**. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Yvonne Woodward on (703) 292-4386. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER